



12451
27 September 00

From: Commanding Officer, CG Integrated Support Command Honolulu
To: Mrs. Trudy H. Yamauchi

Subj: CIVILIAN OF THE QUARTER

1. I am pleased to recognize you as Integrated Support Command (ISC) Honolulu's Civilian of the Quarter for the fourth quarter of fiscal year 2000. During this period, you displayed professionalism, pride and outstanding customer support as the Procurement Technician.
2. During this quarter, you developed an ISC Instruction for used lube oil disposal for use by all ISC supported cutters. This was something that was lacking and urgently required your knowledge and leadership. You coordinated with the cutters and ISC Engineering personnel to develop this instruction. In a similar issue, you coordinated the transfer of aviation fuel ordering from ISC to Air Station Barber's Point personnel. You initiated an easy to follow instruction for aviation personnel and provided on-hands training as well. You were also essential in discovering alternatives for obtaining aviation fuel for the Air Station in the wake of the BRAC of Naval Air Station Barber's Point. You researched and arranged for services to be provided by Defense Energy Supply Center (DESC) through a local vendor delivering fuel to the Air Station. By procuring fuel through DESC vice the open market, you were able to save over \$80K annually. You also went out of your way to assist local and visiting cutters in meeting their refueling needs. On many occasions, this support was after hours or on weekends. During this period, you were consistently courteous, pleasant and cooperative. You have a unique gift of dealing with your customers and your performance was beyond expectations, resulting in many notes of appreciation.
3. As the Civilian of the Quarter, you will receive a \$200 on-the-spot Cash Award, your name will be added to the perpetual Civilian of the Quarter plaque in ISC's Administration Building, and you will receive four hours administrative leave. Congratulations on a job well done.

C.M. KELLY